

Pacing Guide Course Outline
Keyboarding Skills

Grade: 10

Term: II

Pacing Guide Week #	Topic	Objectives	Integration Strategy	Resources
1-2	Simplified and Standard Memorandums <ul style="list-style-type: none"> • Informal Documents 	i. Explain the purpose of memorandums. ii. Identify the correct parts and format used in a simplified memorandum.	<p><u>Objective i</u></p> <ul style="list-style-type: none"> • Scenario: Students assume the role of communication officers for a Junkanoo group. They draft a memorandum informing members about upcoming meetings, costume deadlines, or sponsorship updates. • Activity: Discuss how memorandums facilitate clear communication within the organization, ensuring all stakeholders are informed of key decisions and timelines. <p><u>Objective ii</u></p> <ul style="list-style-type: none"> • Scenario: Students analyze sample memorandums related to Junkanoo logistics (e.g., costume production schedules or vendor agreements). • Activity: Break down the structure into essential parts: heading, date, to/from, subject line, and body. Highlight Junkanoo-specific content for relevance. 	<p><u>Objective i</u></p> <ul style="list-style-type: none"> • Example memorandums from cultural or business events. • Junkanoo-themed scenarios requiring internal communication. <p><u>Objective ii</u></p> <ul style="list-style-type: none"> • Templates and annotated examples of simplified memorandums. • Formatting guides showing professional standards.

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1-2	<p>Simplified and Standard Memorandums</p> <ul style="list-style-type: none"> Informal Documents 	<p>iii. Label the parts of a simplified memorandum. iv. Key accurate copies of simplified memorandums.</p>	<p><u>Objective iii</u></p> <ul style="list-style-type: none"> Scenario: Use a Junkanoo-related memorandum as a case study. For example, a memo announcing a costume rehearsal date or thanking sponsors. Activity: Label the parts (e.g., "Date," "To," "From," "Subject," "Body") in the sample memo. Then, discuss how each part ensures effective communication. <p><u>Objective iv</u></p> <ul style="list-style-type: none"> Scenario: Students type a memorandum announcing Junkanoo practice sessions or sharing important event updates. Activity: Practice typing the memo in correct format using word processing software. Emphasize accuracy, layout, and professional tone. 	<p><u>Objective iii</u></p> <ul style="list-style-type: none"> Pre-written Junkanoo-themed memorandums for labeling exercises. Diagrams or visuals showing the structure of a memorandum <p><u>Objective iv</u></p> <ul style="list-style-type: none"> Word processing software (e.g., Microsoft Word, Google Docs). Typing exercises and formatting tutorials specific to memorandums.

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3-4	Standard/Formal Memorandums <ul style="list-style-type: none"> • Informal Documents 	i. Identify the correct parts and format of standard/formal memorandums. ii. Key accurate copies of standard/formal memorandums.	<p><u>Objective i</u></p> <ul style="list-style-type: none"> • Scenario: Students analyze a formal memorandum used for official Junkanoo communications, such as a sponsorship agreement or government correspondence. • Activity: Break down the structure of the memorandum into parts: letterhead, date, recipient, sender, subject line, body, and closing. Discuss how each part aligns with the professionalism required for Junkanoo's interactions with stakeholders <p><u>Objective ii</u></p> <ul style="list-style-type: none"> • Scenario: Students create a formal memorandum to sponsors requesting support for a Junkanoo parade. • Activity: Practice typing the memorandum using a word processor, focusing on proper alignment, formatting, and tone. Emphasize spelling, grammar, and professional structure. 	<p><u>Objective i</u></p> <ul style="list-style-type: none"> • Examples of formal memorandums from real business or cultural contexts. • Junkanoo-specific scenarios (e.g., requests for funding or event invitations). <p><u>Objective ii</u></p> <ul style="list-style-type: none"> • Typing software or word processors (e.g., Microsoft Word, Google Docs). • Templates of formal memorandums with Junkanoo-related content. • Real-world examples of professional memos for guidance.

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3-4	Standard/Formal Memorandums <ul style="list-style-type: none"> Informal Documents 	iii. Distinguish between the formatting of a standard/formal and a simplified memorandum. iv. Increase speed and proficiency in keying memorandums.	<p><u>Objective iii</u></p> <ul style="list-style-type: none"> Scenario: Compare a simplified internal memorandum announcing a Junkanoo meeting with a formal memorandum requesting government approval for a parade route. Activity: Create a side-by-side comparison table highlighting differences in tone, format, and purpose. Students reformat a simplified memo into a formal one and vice versa. <p><u>Objective iv</u></p> <ul style="list-style-type: none"> Scenario: Students participate in a timed exercise where they type Junkanoo-themed formal memorandums (e.g., sponsorship requests or rehearsal schedules). Activity: Conduct weekly typing drills using memorandums with increasing complexity. Reward improvement in speed and accuracy. 	<p><u>Objective iii</u></p> <ul style="list-style-type: none"> Side-by-side examples of simplified and formal memos. Exercises where students convert simplified Junkanoo-related memos into formal ones <p><u>Objective iv</u></p> <ul style="list-style-type: none"> Typing software with speed and accuracy tracking. Junkanoo-related memo templates for practice. Online typing games or exercises tailored to business communication.

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1-2	<p>Meeting Minutes and Summary</p> <ul style="list-style-type: none"> • Purpose and importance of writing meeting minutes • Parts of meeting minutes • Difference between meeting minutes and summary meeting minutes 	<ul style="list-style-type: none"> i. Explain the purpose and importance of writing meeting minutes. ii. Identify the various parts of meeting minutes. 	<p><u>Objective i</u></p> <ul style="list-style-type: none"> • Scenario: Students explore the role of meeting minutes in organizing Junkanoo parade logistics (e.g., documenting sponsorship meetings or planning committee discussions). • Activity: Discuss how meeting minutes ensure accountability, provide a record of decisions, and serve as reference points for future planning. Use real-life examples from Junkanoo committees. <p><u>Objective ii</u></p> <ul style="list-style-type: none"> • Scenario: Analyze meeting minutes for a Junkanoo planning meeting, breaking them into parts: heading, attendees, agenda, discussion points, decisions, and action items. • Activity: Students label and organize sample meeting minutes into the correct structure. 	<p><u>Objective i</u></p> <ul style="list-style-type: none"> • Sample meeting minutes from Junkanoo-related committees. • Role-play scenarios based on Junkanoo planning sessions. <p><u>Objective ii</u></p> <ul style="list-style-type: none"> • Annotated examples of well-structured meeting minutes • Templates outlining key components of meeting minutes.

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1-2	<p>Meeting Minutes and Summary</p> <ul style="list-style-type: none"> • Purpose and importance of writing meeting minutes • Parts of meeting minutes • Difference between meeting minutes and summary meeting minutes 	<ul style="list-style-type: none"> iii. Format accurate copies of meeting minutes. iv. Distinguish between the format of the meeting and summary minutes. 	<p><u>Objective iii</u></p> <ul style="list-style-type: none"> • Scenario: Students draft meeting minutes for a simulated Junkanoo planning session, ensuring proper formatting. • Activity: Practice typing minutes with accurate alignment, headings, and consistent use of bullet points and numbering. <p><u>Objective iv</u></p> <ul style="list-style-type: none"> • Scenario: Compare a detailed set of minutes from a Junkanoo logistics meeting with a summarized version of the same meeting. • Activity: Students identify differences and rewrite detailed minutes into a summary format. 	<p><u>Objective iii</u></p> <ul style="list-style-type: none"> • Word processing software like Microsoft Word or Google Docs. • Sample Junkanoo meeting scenarios for hands-on practice. <p><u>Objective iv</u></p> <ul style="list-style-type: none"> • Side-by-side examples of detailed and summary meeting minutes. • Exercises to condense detailed meeting content.

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1-2	<p>Meeting Minutes and Summary</p> <ul style="list-style-type: none"> • Purpose and importance of writing meeting minutes • Parts of meeting minutes • Difference between meeting minutes and summary meeting minutes 	<p>v. Illustrate vertical placement of heading on the second page of meeting minutes.</p> <p>vi. Format accurate copies of summary meeting minutes.</p>	<p><u>Objective v</u></p> <ul style="list-style-type: none"> • Scenario: Students format multi-page meeting minutes for a Junkanoo event coordination meeting, ensuring consistent vertical placement of the heading on subsequent pages. • Activity: Practice creating headers and footers in word processing tools to ensure correct placement. <p><u>Objective vi</u></p> <ul style="list-style-type: none"> • Scenario: Students create summary minutes for a Junkanoo planning session, highlighting only key decisions and action items. • Activity: Use real-life or simulated Junkanoo meetings to practice concise and effective summarization. 	<p><u>Objective v</u></p> <ul style="list-style-type: none"> • Junkanoo-related meeting minutes templates with multi-page formats. • Word processing software for practice <p><u>Objective vi</u></p> <ul style="list-style-type: none"> • Summarization exercises using actual or fictional Junkanoo meeting scenarios. • Word processors with proofreading features for clarity.

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1-2	Meeting Minutes and Summary <ul style="list-style-type: none"> • Purpose and importance of writing meeting minutes • Parts of meeting minutes Difference between meeting minutes and summary meeting minutes	vii. Increase proficiency in keying meeting and summary meeting minutes.	<u>Objective vii</u> <ul style="list-style-type: none"> • Scenario: Conduct timed exercises where students type meeting minutes from Junkanoo-related scenarios. • Activity: Weekly typing drills to enhance speed and accuracy, using real Junkanoo committee meeting content. 	<u>Objective vii</u> <ul style="list-style-type: none"> • Typing practice tools such as TypingClub or online typing tests. • Junkanoo meeting notes for transcription practice.
3-4	Agenda	i. Explain the purpose and importance of an agenda.	<u>Objective i</u> <ul style="list-style-type: none"> • Use a hypothetical planning meeting for a Junkanoo parade as an example. Highlight how an agenda ensures a structured discussion, proper time allocation, and helps track progress on parade logistics, such as costume design, route planning, and sponsor engagement. • Activity: Assign students the task of creating an agenda for a Junkanoo committee meeting focused on a specific aspect like float construction or music arrangement. 	<u>Objective i</u> <ul style="list-style-type: none"> • Sample Junkanoo meeting agendas. • Templates for creating agendas.

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3-4	Agenda	ii. Identify the various parts of an agenda. iii. Insert leader dots.	<p><u>Objective ii</u></p> <ul style="list-style-type: none"> • Break down a Junkanoo committee meeting agenda into parts: Title, Date, Time, Venue, Call to Order, Roll Call, Topics for Discussion (e.g., sponsorships, security, event timing), Any Other Business (AOB), and Adjournment. • Activity: Provide a list of items related to Junkanoo and have students classify them into appropriate agenda sections. <p><u>Objective iii</u></p> <ul style="list-style-type: none"> • Teach students how to use leader dots to align items and their corresponding page numbers on an agenda. Use the Junkanoo planning topics (e.g., "Costume Budget Page 2") for practice. • Activity: Create a task for students to draft a Junkanoo agenda and include leader dots between topics and their page numbers. 	<p><u>Objective ii</u></p> <ul style="list-style-type: none"> • Visual aids showcasing labeled agenda parts. • Example agendas from cultural event planning. <p><u>Objective iii</u></p> <ul style="list-style-type: none"> • Word processing software with formatting tools. • Practice worksheets with leader dot exercises.

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3-4	Agenda	iv. Format accurate copies of agendas. v. Increase proficiency in keying agendas.	<p><u>Objective iv</u></p> <ul style="list-style-type: none"> • Guide students to format a professional agenda for a Junkanoo event using proper fonts, spacing, and alignment. Include elements like headings and subheadings specific to Junkanoo activities. • Activity: Students will format an agenda for a Junkanoo parade meeting, ensuring it meets professional standards. <p><u>Objective v</u></p> <ul style="list-style-type: none"> • Conduct timed exercises where students key Junkanoo-related agendas, such as weekly progress meetings leading up to the event. • Activity: Organize a contest where students format and key an agenda in the shortest possible time while maintaining accuracy. 	<p><u>Objective iv</u></p> <ul style="list-style-type: none"> • Pre-designed templates for agendas. • Formatting guides and checklists. <p><u>Objective v</u></p> <ul style="list-style-type: none"> • Typing software for practice. • Junkanoo-themed sample agendas for real-time practice.

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Pacing Guide Week #	Topic	Objectives	Integration Strategy	Resources
1-2	Financial Documents <ul style="list-style-type: none"> • Balance Sheet • Income Statements 	i. Accurately format balance sheets and income statements based on formatting rules. ii. Key balance sheets and income statements using specified instructions.	<p><u>Objective i</u></p> <ul style="list-style-type: none"> • Use a hypothetical Junkanoo group’s financial data (e.g., sponsorship income, costume expenses, ticket sales revenue) to teach students how to properly format balance sheets and income statements. • Activity: Provide a case study of a Junkanoo group’s annual financial activities and ask students to format a balance sheet and income statement based on the data. <p><u>Objective ii</u></p> <ul style="list-style-type: none"> • Students will be tasked with inputting financial data for a Junkanoo group into balance sheet and income statement templates. Example items include "Costume Materials," "Ticket Revenue," and "Sponsorship Funds." • Activity: Conduct a workshop where students receive handwritten financial data for a Junkanoo group and key it into digital templates using accurate formatting. 	<p><u>Objective i</u></p> <ul style="list-style-type: none"> • Templates for financial document formatting. • Example Junkanoo group financial data for practice. <p><u>Objective ii</u></p> <ul style="list-style-type: none"> • Handwritten sample data for Junkanoo activities. • Spreadsheet or word processing software with financial document templates.

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Pacing Guide Week #	Topic	Objectives	Integration Strategy	Resources
1-2	<p>Financial Documents</p> <ul style="list-style-type: none"> • Balance Sheet • Income Statements 	<p>iii. Print acceptable copies of balance sheets and income statements.</p> <p>iv. Increase proficiency in keying financial documents.</p>	<p><u>Objective iii</u></p> <ul style="list-style-type: none"> • After formatting and keying the documents, students will review and print final versions, ensuring they are suitable for presenting to sponsors or stakeholders in a Junkanoo planning meeting. • Activity: Simulate a scenario where students are preparing financial documents to be reviewed by potential Junkanoo sponsors and organizers. <p><u>Objective iv</u></p> <ul style="list-style-type: none"> • Organize timed exercises where students key multiple sets of financial data for a Junkanoo event, including varying levels of complexity such as detailed costume expenses and multiple revenue streams. • Activity: Create a competition where students accurately key a set of Junkanoo financial documents under timed conditions, focusing on both speed and accuracy 	<p><u>Objective iii</u></p> <ul style="list-style-type: none"> • Printers and proofreading checklists. • Example scenarios to simulate real-world application. <p><u>Objective iv.</u></p> <ul style="list-style-type: none"> • Typing practice software tailored to financial documentation. • Graded assignments based on real or hypothetical Junkanoo financial scenarios

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3-4	Legal Documents <ul style="list-style-type: none"> • Wills • Testaments • Affidavits • Deeds • Contracts • Endorsements 	<ul style="list-style-type: none"> i. Identify the various types of legal documents. ii. Recognize the terms used in wills, testaments, affidavits, deeds, contracts, and endorsements. ii. Prepare accurate copies of legal documents. iv. Increase proficiency in formatting legal documents. 	<p><u>Objective i</u></p> <ul style="list-style-type: none"> • Organize a mock Junkanoo contract negotiation for a parade event. This would include creating contracts for performers, vendors, and sponsors. • Connection: Use examples such as contracts for renting costumes, deeds for venue use, and endorsements for sponsoring the event to demonstrate the different types of legal documents. <p><u>Objective ii</u></p> <ul style="list-style-type: none"> • Create a glossary of legal terms used in Junkanoo-specific documents. For example, define terms like "affidavit of sponsorship" or "endorsement clause" that may apply to festival operations. • Connection: Relate the terms to their relevance in Junkanoo, such as endorsing costume designs or drafting contracts with stakeholders. 	<p><u>Objective i</u></p> <p>Sample contracts, deed templates, and endorsement agreements related to cultural events.</p> <p><u>Objective ii</u></p> <p>Legal dictionaries, annotated examples of documents, and Junkanoo-specific templates.</p>

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